

Jefferson County Position Description

Name:		Department:	Human Services		
Position Title:	Child Protective Services Supervisor	Pay Grade:	11	FLSA:	Y
Date:	November 2016	Reports To:	Deputy Director		

Purpose of Position

The purpose of this position is to direct and supervise Child Protective Services (CPS) staff in order to manage and direct resources for families involved with the Department due to legal findings of child maltreatment, and for families who request resources to prevent maltreatment or other family concerns.

Essential Duties and Responsibilities

The following duties are normal for this classification. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs and monitors CPS and Family Development staff by reviewing intake investigations, assessments, care plans, court services, interventions, safety plans and provision of resources for families. Provides direction, support, and oversight of case manager caseloads through meetings with staff.
- Evaluates and documents staff work performance; develops and implements individual and team training and improvement plans; interviews, selects and disciplines staff when necessary. Assigns caseloads to appropriate staff members. Accompanies staffs' home visits as necessary.
- Maintains and improves technical and program knowledge including thorough expertise in State Child Welfare Performance Standards, Wisconsin Statutes, and Wisconsin Automated Child Welfare Information System.
- Maintains and improves team best practices in Child Welfare and family resources including use of family centered practices, wraparound approach, and reducing risk of maltreatment.
- Maintains and improves collaboration and communication with community partners including schools, law enforcement, court system, medical practitioners, private and non-profit service providers, county and municipal government.
- Approves invoices, staff expenses, training costs, staff time records.
- Improves management expertise via training, reading, and consultation. Attends and participates in trainings, conferences, and seminars as needed.
- Provides assistance and support to peer managers in completing essential duties when needed. Participates and contributes to departmental planning and agency improvement.
- Reviews, edits, and approves all staff created Permanency Plans, Family Assessment and Case Plans, Safety Plans, Family Interaction plans, Case Progress Evaluations, Court Memos, and any other paperwork that could result in a petition.

- Participates in 24/7 on-call supervisor rotation schedule.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.
- Adheres to and promotes safety as a priority in the workplace.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Social Work or related field with three years relevant experience or a Bachelor's Degree in Social Work or related field and five years relevant experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities required. Valid motor vehicle operator's license or access to transportation required. Prior supervision experience highly desired.

Other Requirements:

Additional Training: Social Worker Certification or plan on file.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date